

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To,

The Secretary

Jammu and Kashmir Service Selection Board (JKSSB)

[Office Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear Sir/Madam,

I hope this letter finds you in good health. I am writing to [state the purpose of the letter].

[Provide details regarding your request or the issue at hand. Include any relevant information, such as application numbers, dates, and other necessary data.]

I would appreciate your assistance in [state what you are requesting, if applicable].

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Designation (if applicable)]

[Your Department (if applicable)]